**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Database Design Tools, p 106**

**Naming Conventions**

1. List the naming conventions that can be applied to a database.

It is important that every field and object within a database is named properly so that it can easily be identified by a developer or a user. For example, you might prefix tables with tbl (eg. tblCustomer, tblProducts) and fields within the customer table might be prefixed with cus (eg. cusCustomerID, cusAddress). Queries might be prefixed with qry, forms with frm and reports with rpt.

**Entity-Relationship Diagram, (ERD)**

1. Describe the nature of these diagrams.

An entity-relationship diagram or ERD is used by database designers to establish the interrelationships between different data elements.

1. Draw the symbols used to represent, entities, relationships and attributes.

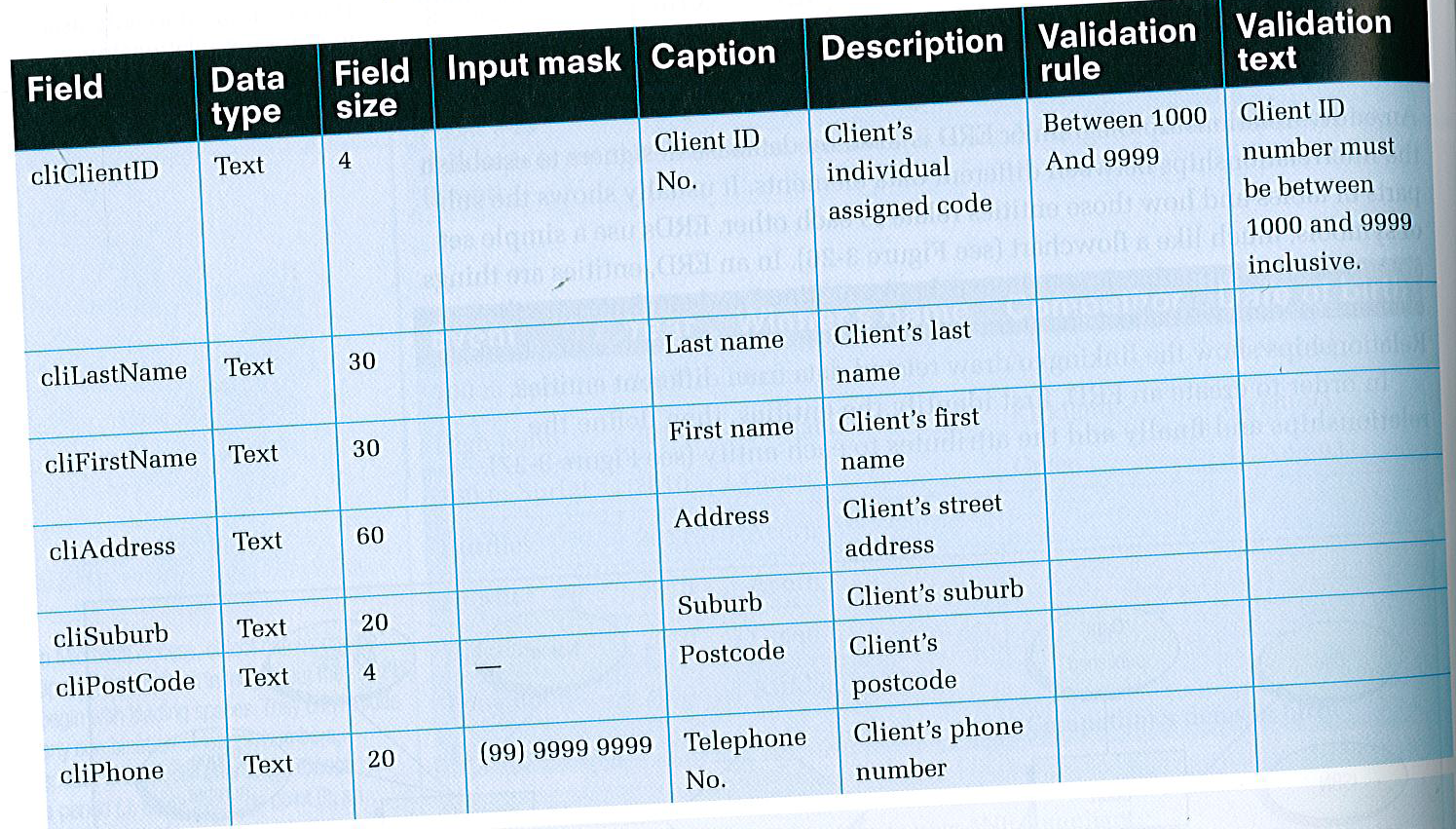
Relationships

Entity

1. List the three steps to create an ERD.
2. Identify entities
3. Define the relationships
4. Add the attributes to each entity.

**Data Structure Table**

1. Draw a diagram of the data structure table which is used to design a new database.



**Note: database tables cannot hold formulas.**

**Data Structure diagram**

1. What is the purpose of this diagram?

Indicate relationships existing between specific tables of database; indicate type of relationship in the diagram.

**Query Design**

1. What is a query?

Specify fields to be includes and the tables to which they belong, query criteria uses symbols, plain language, \*? – Wildcards, “is null”, “is not null”.

1. Distinguish between a primary and a secondary sort
2. Read the query criteria that can be used, including symbols, plain text, \*? Wildcards, etc.

**Layout diagram**

1. What does a layout diagram involve?

Sketching of input form or output (reports)

1. List what is contained on a layout diagram.
   1. Headings, labels, fields, use of formats & conventions
   2. Annotated to show formatting for all elements, font type, size 7 style
   3. Formulas used to be shown

**Test Data**

1. When is a set of test data prepared?

Stage of Development

1. What is the role of the test data?

To ensure that the solution is functioning correctly.

**Validating data**

1. List the available electronic validation checks in the software.

Spell check, number validation and input masks

1. What is an input mask?

Form of validation that allows only any single digit number to be entered.